

**Monthly Report to the Special Trustee
Office of Trust Records
December 2000**

Following are highlights of records management activities performed by the Office of Trust Records during December 2000.

STAFFING

- ❖ **Management Analyst positions** (research, develop, and implement records management policies, retention schedules; training curricula and aids, etc.)
 - One supervisory position to be classified and advertised
 - Recruitment action underway for one GS-13 position (Electronic Records)
- ❖ **Records Management Specialist positions** (implement records management program, BIA disposition backlog, records cleanup, etc.)
 - One selection made—employee to report to IARM January 2001
 - One supervisory position to be classified and advertised
- ❖ **Archives Technicians positions** (search for refiled or interfiled records; receive, move, inventory, and shelf records)
 - Recruitment action underway for one vacant position
- ❖ **Administrative support positions** (provide clerical and administrative operations support to records staff)
 - Recruitment action underway for vacant office automation clerk position
- ❖ **Computer Specialist positions** (analyze, develop, and implement information technology solutions; manage projects to implement electronic records programs for BIA and OST)
 - Received list of eligible applicants for GS-13 position
 - One vacant 5/7/9 position to be advertised
 - One supervisory position to be classified and advertised

TRAINING

- ❖ **BIA:**
 - Presented mid-level management records awareness briefings to employees at the following BIA locations
 - Navajo Regional Office—15 employees
 - Miami Field Office—11 employees
 - Records management presentation made at the Southwest Region 2nd Annual Employees Conference—90 employees
 - Basic Records Management training provided at the following locations to BIA employees
 - Gallup—34 employees
 - Ute Mountain Ute Agency—21 employees

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- Minneapolis—23 employees

CONTRACTORS

- ❖ **Iron Mountain Records Management Services** – prepared records for local storage or transfer to Federal Records Center
 - Ft. Belknap Agency— 370 boxes
 - IARM (Hawkins)—160 boxes
- ❖ **G&G Advertising**—made revisions to technical leaflets
- ❖ **Bradson Corporation**—no activity this month
- ❖ **Native American Industrial Distributors**—on going assistance provided with project management

OTHER WORK

- ❖ **Disposition Backlog at BIA Locations**
 - Worked with BIA locations to transfer records to Federal Records Centers
 - San Carlos Agency—18 boxes
 - Navajo Region—4 boxes
 - Papago Agency—126 boxes
 - Taholah Field Office—42 boxes
- ❖ **Analyze Records Storage Requirements**
 - Visited the following BIA locations to assess current records storage requirements, inactive records disposition backlogs, and records transfer to appropriate storage facilities
 - Colorado River Agency
 - Fort Yuma Agency
 - Navajo Regional Office (to be completed in January 2001)
 - Followed-up with 21 BIA agencies on the installation of records filing equipment
- ❖ **Develop and Issue BIA/OST Records Manuals, Training Aids and Provide Technical Assistance**
 - Continued work with contractor on records video and technical leaflets
 - Provided ongoing technical assistance to BIA regional and agency offices
- ❖ **Replace Historical Records With Working Copies**
 - Met with NARA representatives to discuss pros and cons of microfilm, versus microfiche, versus image documents

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- ❖ **Complete Plan to Comply with Electronic Records Requirement**
 - Developed and delivered a database to BIA to support their efforts to inventory BIA computer data tapes
- ❖ **Complete Submission of Records Control Schedules to NARA**
 - Collected, compiled, and analyzed BIA records survey information
- ❖ **Conduct Cyclic Evaluations of Records Programs**
 - Conducted records program evaluation at the following BIA location
 - Navajo Regional Office (to be completed in January 2001)
- ❖ **Establish Life Cycle Database (Inventory) for Trust Records**
 - Versatile Enterprise software was installed at the server level. This includes SQL Server, Internet Information Server and the Versatile Enterprise Application
 - The initial SQL database was built (empty)
 - A server was loaded with software to be used for development
 - Several clients were installed and communications issues between our multiple sites were analyzed
 - WEB access was implemented and tested
 - Initial data review was done
 - Discussion was held concerning the development of a custom "plug-in" to support the SF-135 process
 - A physical and logical database format was developed to facilitate data conversion
 - Versatile Training options were discussed